

Instruction

School Sponsored Trips

Out-of-State and Foreign Countries

Prior to commencing planning for out-of-state (country) educational trips, the initiator shall first obtain the written concurrence of the site administrator. The following process will be adhered to:

1. Requests shall be submitted in writing by the site administrator to the Assistant Superintendent for Elementary or Secondary Education.
2. Requests shall be received by the Assistant Superintendent no later than six weeks before the contemplated departure date, if at all possible. This requirement may be waived for inter-state trips.
3. Requests shall be accompanied by evidence of compliance or of ability to comply with the following:
 - a. The execution and submission of statement of waiver acceptable to the school district's legal counsel which exempts the District and the Board of Education from financial responsibility and specifies that public funds will not be utilized in the conduct of the trip.
 - b. The provision of a policy of insurance which provides adequate protection to participating students in cases of illness and accident.
 - c. The provision of financial assurance and appropriate security in the form of a bond to cover traveling and living expenses for all participants outside of the school district.
 - d. The provision of insurance covering the value of District equipment which is to be used by the group while outside of the District.
 - e. The establishment of an agreement whereby the instructor and voluntary supervisors contribute their services and time to the District for the purpose of supervision of the participants while outside of the school district.
 - f. The establishment of an agreement that no eligible pupil will be excluded from the field trip because of lack of sufficient funds.

- g. The submission of a plan for fund-raising activities, for the accounting of funds, and for the return of the funds if not used for the purposes specified by the contributors.
- h. All funds raised or expended by students or collected from them must be handled through district-audited accounts as described in state regulations governing said funds. It is the responsibility of principals and advisors to carefully supervise all financial arrangements to assure that district approved procedures are followed and that all monies are properly collected, handled and disbursed.

Rule

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